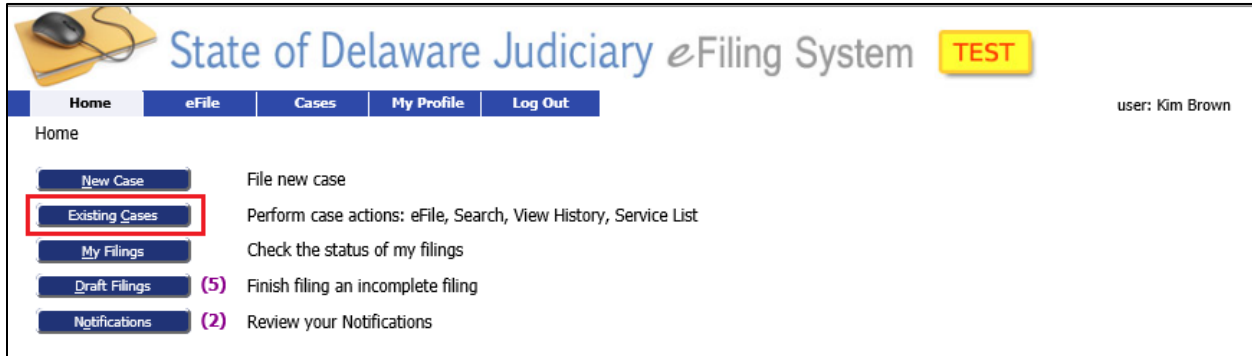


## Module 23 – Substitution of Form 50 Agent or Attorney

If you have an existing case and you need to remove a Form 50 Agent or Attorney and replace them with a different Form 50 Agent or Attorney, click the 'Existing Case' button.



The screenshot shows the Home page of the State of Delaware Judiciary eFiling System. The user is identified as Kim Brown. The page features a navigation menu with Home, eFile, Cases, My Profile, and Log Out. Below the navigation menu, there are several buttons and links: New Case (File new case), Existing Cases (Perform case actions: eFile, Search, View History, Service List), My Filings (Check the status of my filings), Draft Filings (5) (Finish filing an incomplete filing), and Notifications (2) (Review your Notifications). The Existing Cases button is highlighted with a red box.

This will bring you to the 'Cases' Screen. Click 'eFile' next to the case from the list or enter the case number for the case you are looking for and click 'eFile'. Make sure you enter the case number with the proper dashes. You can also click "Search Cases" to find the case.



The screenshot shows the Cases screen of the State of Delaware Judiciary eFiling System. The user is identified as Kim Brown. The page features a navigation menu with Home, eFile, Cases, My Profile, and Log Out. Below the navigation menu, there are several buttons and links: Home (Cases), Cases (Number of cases displayed per page: 50), Court: State of Delaware Judiciary, Case Number (JP13-20-009487), eFile, History, Service List, Ex: JP17-07-00001, Search Cases, and a table of cases. The eFile button next to case JP13-20-009487 and the Search Cases button are highlighted with red boxes.

| Case Title             | Case Number    | eFile | Case Type      | Judge | Court Location         | Service List | Inactive                 |
|------------------------|----------------|-------|----------------|-------|------------------------|--------------|--------------------------|
| AMERICAN .C VS DARIN . | JP17-20-002244 | eFile | JP DEBT ACTION |       | JP COURT 17 GEORGETOWN | Service List | <input type="checkbox"/> |

## Module 23 – Substitution of Form 50 Agent or Attorney

This will bring you to the 'Add a Document' Screen with the Case banner in yellow showing the case number and title. Add your documents like you did when filing an initial filing.

**Document Category:** Select "Subsequent Filings/Complaints"

**Document Type:** Select "Substitution of Form 50" or "Substitution of Counsel".

**Additional Text:** Enter text if needed to clarify type of document attached.

**Page count:** Enter the number of pages for the scanned document.

**Document Location:** Browse to your document and select it.

**Add to Submission:** Select the 'Add' button.

State of Delaware Judiciary eFiling System TEST

user: Kim Brown

Home eFile Cases My Profile Log Out

Home » Cases » Add a Document

Case Number : JP13-20-009487 Case Title : CONSTABLE APTS VS JACK MARVEL

Case Type : JP LANDLORD TENANT

Document Category: Subsequent Filings/Complaints

Document Type \*: SUBSTITUTION OF FORM 50 AGENT

Additional Text: Substitution of Form 50

Page Count: 1

Document Location: Acceptable File Format Type(s) (\*.pdf) Browse...

Add to Submission: Add

| Document Name | View Document | Edit Data | Size | Pg Count | Remove |
|---------------|---------------|-----------|------|----------|--------|
|---------------|---------------|-----------|------|----------|--------|

Back Move to Draft Next

This will bring you to a screen where you can enter information about the substitution. First enter the effective date of the substitution. Then click the box for the participant the Form 50 Agent or Attorney is representing and click 'Next'.

## Module 23 – Substitution of Form 50 Agent or Attorney

State of Delaware Judiciary eFiling System **TEST**

Home eFile Cases My Profile Log Out user: Kim Brown

Home ⇒ Cases ⇒ Add a Document ⇒ Substitution of Counsel

**JP LANDLORD TENANT**

**JP13-20-009487 Case Title : CONSTABLE APTS VS JACK MARVEL**

Delete Last Name Bar/FA # Type

X BROWN FA11137 AGENT

Add

Effective Date(mm/dd/yyyy): 10/12/2020

Check all Parties you will be representing

| Enr                                 | Participant Name | Current Role | Attorney(s) for Party |
|-------------------------------------|------------------|--------------|-----------------------|
| <input checked="" type="checkbox"/> | CONSTABLE APTS   | PLAINTIFF    | CONSTABLE             |
| <input type="checkbox"/>            | JACK MARVEL      | DEFENDANT    |                       |

Back Next

This returns you to the 'Add a Document' Screen where you can add other documents if needed. When all documents have been attached, click 'Next' to move to the 'Review and Submit Filing' Screen where you can submit your filing.